**STAFF MEETING AGENDA TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | LOCATION | START TIME | END TIME |
|  MM/DD/YY |  | 00:00 AM | 00:00 AM |
| FACILITATOR | CONTACT EMAIL | CONTACT PHONE |
|   |   |   |
| ATTENDEES REQUESTED |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|  |  |  |  |  |
| SCHEDULE |   |   |   |   |
| **AGENDA ITEM** | **NOTES** | **PRESENTER** | **DURATION** |
|  |  |   | 0:00 |
|  |  |   | 0:00 |
|  |  |   | 0:00 |
|  |  |   | 0:00 |
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|  |  |   | 0:00 |
|  |  |   | 0:00 |
|  |  |   | 0:00 |